

ELECTRONIC RECORDS MANAGEMENT

"What Should I Be Doing?"

October 7, 2009

8:30 am to noon

Grays Harbor PUD

220 Myrtle Street

Hoquiam, WA 98550



Washington State Archives is pleased to present a FREE workshop on electronic records management for public agencies.

This workshop will include the following topics:

- Retention schedules and electronic records
 - Emails, blogs, and social networks
 - Using what you already have
 - Going paperless

Registration is required, seating is limited. To register for this session, email Leslie Koziara lkoziara@secstate.wa.gov with name, agency, position, your email address and phone number.

Confirmation and directions will be sent prior to workshop.

We look forward to seeing you there!
Questions? Call Leslie 360-586-4893